



# MANUFACTURED HOME PERMIT GUIDELINE

**\*\*On November 9, 2017 City Council adopted a new Zoning Code. Per the new code, manufactured homes will only be allowed on property zoned Development Reserve (DR) and Suburban Residential (SR) if a manufactured home existed on the property as of November 9<sup>th</sup>. Manufactured homes will no longer be permitted on DR or SR zoned properties that were vacant as of November 9, 2017. The following guidelines apply to manufactured home permits.**

## Submit the Required Information:

- ✓ Apply online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).
- ✓ **Provide a Site Plan showing:**
  - Dimensions of the home and lot size.
  - Location of home in relationship to property lines. Indicate how many feet from each property line and any PUE's
  - Indicate driveway location (parking must show minimum for 2 vehicles).

The home unit must be oriented such that the longer side is parallel to the centerline of the most adjacent public roadway where the lot is addressed, or in instances where this standard cannot be met, the unit is rotated 90 degrees so that the side wall faces parallel to the same aforementioned street frontage.

- ✓ **Provide a Foundation Plan:** Must be installed on a permanent foundation consisting of masonry or concrete, with running gear, tongue, towing hitch, axles, and transporting lights removed, and has an anchoring system that is totally concealed under the structure in compliance with Texas Occupations Code, Chapter 1202, *Industrialized Housing and Buildings*
- ✓ **Provide skirting details:** The material used for skirting shall be rock, brick or concrete masonry construction. All skirting materials are compatible in appearance with the home and allow for adequate ventilation and drainage.
- ✓ **\*\* Provide year home was constructed:** Home cannot be more than 10 years old at the time of permit submittal and must be replacing an existing manufactured home.
- ✓ **Provide proof of homestead:** If you are doing your own plumbing or electrical work (i.e. Tax Exemption from the county)

## Complete the following items prior to building final:

- Show address on home, must be visible from the street.
- Skirting shall be installed on a concrete footing so there is no visible gap between the finished floor and the ground.
- A landing of at least 3' x 3' shall be at each door. Any landing that is more than 30" in height shall have guardrails and steps with handrails.
- A back flow preventer and a gate valve are required, even when replacing a manufactured home.
- Cleanouts are required at the house and at street.
- Electric, Plumbing, & Mechanical must have approved finals.

## Related Links:

- [Zoning Ordinance](#)
- [Development Service Related Fees](#)